

## Weekly Update

*Week of January 16, 2017*

**Subject:** HR100V Introduction to SCEIS Human Resources and Payroll Online Course

**Audience:** Agency Training Coordinators, HR Directors, HR and Payroll Users

The new online course, HR100V Introduction to SCEIS Human Resources and Payroll is now available in MySCLearning. HR100V is a pre-requisite for many of the Human Resources and Payroll (HR/Payroll) instructor-led courses (ACP100, OM200, PA250 and PY200). Below, you will find details about the online course.

### **HR100V Introduction to SCEIS Human Resources and Payroll Online Course**

**Description:** HR100V defines the four modules of the HR/Payroll function in SCEIS (Organizational Management, Personnel Administration, Time Management and Payroll) and explains how they are integrated. Users will learn the definitions of master data, transaction codes and infotypes. HR100V also demonstrates how to display and maintain infotypes. Users will have the opportunity to practice displaying and maintaining an infotype during the course.

This online course contains four modules. You must complete all four modules, the course assessment and evaluation to receive credit for the course. HR100V is a pre-requisite for the following HR/Payroll instructor-led courses:

- ACP100 - Arrears Clearing Process
- OM200 - Organizational Management
- PA250 - Personnel Administration
- PY200 - Payroll Administration

### **Course Modules and Timing:**

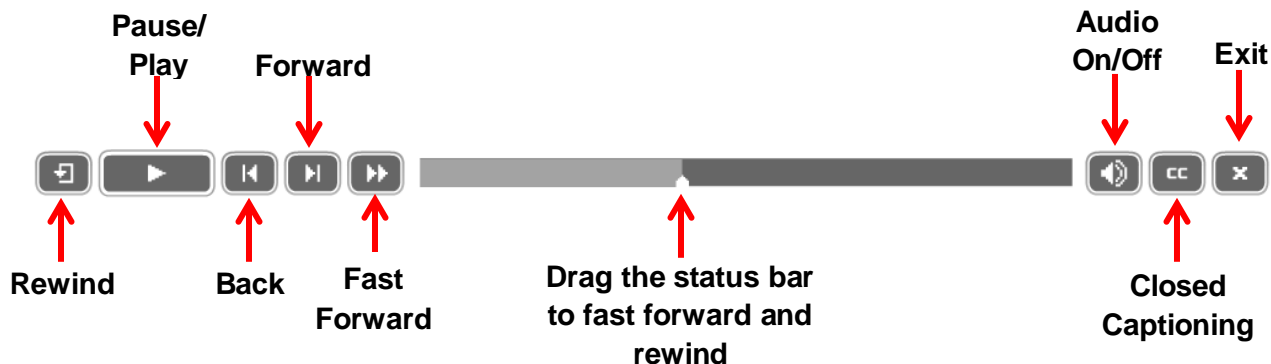
<b>Module:</b>	<b>Length of Module in Minutes:</b>
Module 1 - SCEIS Human Resources and Payroll Overview	Approximately 5:00
Module 2 - Transaction Codes and Infotypes	Approximately 5:00
Module 3 - Displaying Infotypes	Approximately 5:30
Module 4 - Maintaining Infotypes	Approximately 9:30
<b>Total:</b>	<b>Approximately 25:00</b>

Note: The times above are estimates. In each module there are opportunities for participant interaction such as reviewing terms and practicing processes. Participants are also able to pause, fast forward and rewind the course. Depending on the participant, the module times may be shorter or longer than those listed above.

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**Course Navigation:** Within each module, participants can fast forward, rewind and pause using the navigation tool at the bottom of the screen.



**Suggestions for Completing the Course:** To get the best out of the HR100V online course, the SCEIS Team suggests:

- Having paper available to take notes, or printing the course Reference Guide found in the “Course Documents” folder in MySCLearning. Remember, you can pause the course to take notes or rewind to listen to a slide again.
- Using Closed Captioning by clicking the CC button on the play bar or printing the course script in the “Course Documents” folder in MySCLearning, if needed.

### Accessing the Course:

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscememployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the “MySCLearning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (HR100V) and click “Go.”
5. Click “Start Course.”
6. Review the “Start Here” document for additional instructions.

Note: You must complete each component of the course in the order in which it appears. Once you complete one component, the next component will be activated.

If you have any questions about this message, please email the SCEIS Training Team at [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).